

**PARK AND RECREATION COMMISSION  
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting  
November 20, 2017**

**PRESENT:** Matthew M. Toolan, Chairman  
Christopher J. Gerstel, Vice Chairman  
Cynthia J. Chaston, Member  
David C. DiCicco, Member  
Patricia M. Carey, Director

**ABSENT:** Michelle Geddes, Member; Robyn G. Fink, Assistant Director

**GUEST:** Kristen Wright, Administrative Specialist

Mr. Toolan called the meeting to order at 7:05 PM in the Charles River Room at PSAB.

1. **Minutes of Meeting – November 6, 2017:** Mr. Gerstel made a motion to approve the minutes of November 6, 2017. The motion was seconded by Mrs. Chaston and was passed.
2. **Director's Report:** The Commission reviewed the written report. Ms. Carey stated that she stopped by the bonfire prior to the meeting and it looked to be going well. Mrs. Chaston asked if the RTS had made a commitment to continue their Saturday pick-ups in the spring. Ms. Carey stated she would connect with the RTS. Mrs. Chaston asked when the barriers in the parking lot at DeFazio would be set-up in the spring. Ms. Carey stated that it was weather dependent but hoped they would be set-up before April 1<sup>st</sup> and prior to the start of the spring sport season. Mrs. Chaston asked that the pot-holes in the parking lot at DeFazio be addressed. Ms. Carey stated that they are filled in at least once a month and that the parking lot would be leveled before spring sports begins. Mrs. Chaston shared that she spoke to Trust Fund Commissioner Joe Scalia regarding the Perry Park Trust Fund and will attend a meeting on Wednesday, November 29<sup>th</sup>. Mrs. Chaston stated that Mr. Scalia seemed optimistic that the Trust Fund could be used to purchase playground equipment.
3. **Program Report:** The Commission reviewed the written report.
4. **Discussion Items:**
  - A. **Rosemary Recreation Complex Project:**
    1. **Construction:** The Commission reviewed the written construction report, as seen in Appendix A. Mr. Toolan reported that, at the last PPBC meeting, the amount of contingency funds remaining was discussed. There was also a discussion about the building portion of the project possibly being about 3 weeks behind. The contractors are currently working on the spraying the pools with gunite. It will take about 7 days to finish the family pool and the lap pools will take an additional 3-4 days.
    2. **Policies:** Ms. Carey included the regulations and policies used to permit Powers Hall and suggested they be used as a guide while making the regulations and policies for the multi-purpose room at the Rosemary Recreation Complex. Mr. Toolan shared that

he feels there shouldn't be many limits on who can use the room but agreed that there should be a hierarchy to determine the use. Mrs. Chaston noted that she does not think that the facility should be used for people who could make a profit and that use of the room should be kept to non-profits and charitable groups. Mr. Toolan added that programming should be run by Park and Recreation, but agreed that it should be used by non-profits, fundraising groups, and general community use and stated that they would need to define community use. Mrs. Chaston hopes that the space will be primarily used for Park and Recreation programming. Mr. Toolan stated that they would need to create a policy for programming use and a policy for community use. Mr. DiCicco added that alcohol is another regulation that would need to be looked at especially with the pool facility right outside. He stated that alcohol should be limited to inside the building only. Mr. Gerstel asked if any of the pool facilities that had been researched had alcohol available near the facility. Mr. Toolan stated that the group would need to get a one-day liquor license and would need to work within the regulations of the Board of Selectman. Ms. Carey stated that if alcohol is allowed at the facility, the Board of Selectman would work with Park and Recreation before they would approve the license and the group would need to also have a Special Event Request submitted to the Commission for approval. Mrs. Chaston noted her concerns for having alcohol at the facility. Mr. Toolan stated that he doesn't feel that it should be excluded as this is a great location for an event. Ms. Carey will use the Powers Hall and School permitting policies as a guide to drafting regulations for the Commission's review.

3. **Programs:** Ms. Carey reviewed different room materials that have been provided for the conference rooms, multipurpose rooms, and Park and Recreation offices.
4. **Sales/Marketing:** The Commission reviewed the Marketing Plan that had been updated by Mrs. Geddes.
5. **Celebration:** Ms. Carey reviewed the agenda and materials to be presented at the December 4<sup>th</sup> meeting with members of the Rosemary Recreation Design Advisory Committee. Ms. Carey stated that FinCom liaison Tom Jacobs may also be attending that meeting.

**B. Operating Budget:** The Commission reviewed the Operating Budget fund overviews.

**C. Open Space and Recreation Plan Action Items Review:** The Commission reviewed the list of projects on the Open Space and Recreation Plan and ranked them by priority. Ms. Carey will combine the list according to the Commissioners rankings.

**D. Field Scheduling Summit Planning:** Ms. Carey stated that the meeting is typically scheduled for the first January meeting which falls on January 8<sup>th</sup>, 2018. Mr. Toolan asked for suggestions about who the guest speaker should be. Ms. Carey suggested inviting the Memorial Park Trustees to present the Memorial Park Building project or Edward Olsen, Parks and Forestry Superintendent, to discuss replacing synthetic turf as well as having a field maintenance discussion. Mr. Gerstel suggested inviting someone from the RTS to discuss the trash at fields as well as their pilot program from this past October.

**5. Action Items:**

**A. CPC Applications:** Ms. Carey reviewed the two CPC Applications for Park and Recreation as well as other projects that may be submitted to the CPC.

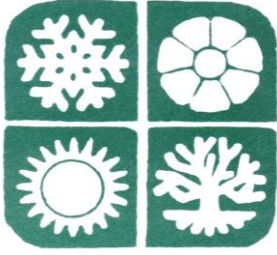
1. Rosemary Lake Camp Property Application - \$50,000 to demolish the three existing seasonal buildings on the site. Mr. DiCicco made a motion to approve the application to the CPC for \$50,000 for the demolition of the buildings at the Rosemary Lake Camp Property. The motion was seconded by Mrs. Chaston and was passed.
2. Preservation of Open Space – Application - \$1,000,000 to potentially acquire parcels of land. Mr. DiCicco made a motion to approve the application to the CPC for \$1,000,000 to potentially acquire parcels of land. The motion was seconded by Mr. Gerstel and was passed.

**6. Topics for Future Agendas:** Mrs. Chaston asked if DPW had removed any of the toys that had been left by others. Ms. Carey stated they took some, but they are currently managing all the leaves, and additional toy removal will remain on their list. Mr. Toolan asked for a discussion about making the public aware that fields are closed.

**7. Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:17 PM. The motion was seconded by Mr. DiCicco and the meeting adjourned at 9:17 PM.

Respectfully submitted,

Kristen Wright  
Administrative Specialist



## NEEDHAM PARK AND RECREATION COMMISSION

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### ROSEMARY RECREATION COMPLEX

Construction Update from the Director of Park and Recreation

Friday, November 17, 2017

#### QUESTIONS FOR COMMISSION

- FF&E options from BH+A for review and input on public areas
- A discussion will be held at an upcoming meeting about possible names for multi-purpose room, conference room A, conference room B.

#### TOWN TASKS

- The PPBC's next meeting is on Monday, December 18, 2017.
- The anticipated next site visit is Wednesday, December 13<sup>th</sup> – moved up a week to avoid holiday rush. *As this is a major construction site, the visit is not for the public.*
- The weekly meetings are held on Thursdays at 10 AM in the construction trailer, on site. *Due to the holiday, next week's meeting is on Wednesday at 10 AM.*
- FF&E meetings continue with BH+A, reviewing needs for bathhouse, storage, pool both, multi-purpose room, and offices. It takes about 4 months from order to get a delivery.

#### CONTRACTOR

- G&R provides weekly "two week look ahead" schedules. The 11/16 schedule is attached.
- G&R continues to submit materials/equipment information for approval. BH+A reviews and approves, or returns for additional questions.
- Pool subcontractor Weston & Sampson has had the rebar crew on site since last week, forming the recreation pool, including over the weekend. They had hoped to have the Guniting crew start this week, but the crew's preference was to not have anyone else working in the pool at the same time, so the crew will be on site on Monday, November 20<sup>th</sup> placing their guide wires and then the hope is to spray the full floor on Tuesday and Wednesday before the holiday break. Work on the lap pool will follow, with an estimated completion date of December 18<sup>th</sup>.
- G&R is overseeing the framing work with the subcontractor. The joists and floor boards are going in currently, as work moves up to the second floor. The two buildings are connected on the 2<sup>nd</sup> floor.

## ISSUES BEING RESOLVED

- The PPBC discussed the contingency fund at their 11/13 meeting. After their approved change orders, the balance is \$722,248. There are other change orders under review, including acceleration time for the pools and possible winter condition work for the pools. Those possible change orders are estimated at \$274,800, leaving an *estimated* balance of \$447,448. To date, change orders have primarily related to unforeseen field conditions, the addition of the ballasts and the pump vault, and acceleration time for the pools. The PPBC will continue to monitor to insure only essential change orders are approved. Some decisions on amenities will not be able to be made until late in the project, when more is known about the remaining contingency funds. Once the Guniting work is done on the two pools, the major concern for time for that portion of the project is relieved, and all remaining tasks can be completed in the spring.
- As reported to the Commission at the 9/25 meeting, the National Park Service (NPS) has indicated that it feels the project is a change in scope (or a conversion) from the original purpose that received federal Land and Water Conservation Funds. The information has been reviewed with legal counsel who has provided options for moving forward, including (a) getting assistance for federal representatives to review project with NPS, as outdoor recreation scope has increased since original funding (including addition of camp property); and (b) look at conversion process. The Town Manager is reviewing options and will provide input to PPBC and Commission. **11/17 update: no new information until after the 11/22 meeting with Town Manager and legal advisors.** 11/3 update: no new information until the meeting later in the month. 10/27 update: A meeting with representatives, including Commission Chairman and Vice Chairman, is scheduled for later in November.
- The Project Manager and G&R met with the plumbing contractor and BH+A and their plumbing consultant to review changes that needed to be made, due to other work that was already added, including the pool vault. If changes seem appropriate, the project would move forward with a change order to PPBC, that includes adds and deducts. **11/17 update: change orders were approved at the 11/13 PPBC meeting. Changes related to some plumbing design information not included by BH+A's plumbing consultant in the plans, as well as some changes needed due to the addition of the pump vault.** 11/3 update: the details have been worked out with the plumbing contractor, plumbing consultant, and the DPW, so change orders are being prepared.
- G&R continues to seek ways to push the schedule forward, to get the pool subcontractors on site by the end of October to begin the process of building the pools. Some of the time estimates are based on "worst case scenario" so if the conditions impacting those tasks do not take the full amount of time, the schedule will be shortened. In other cases, extra hours or equipment may be needed as part of the solution. **11/17 update: after reviewing re-bar progress late last week, it was decided to hold off on spraying the Guniting in the recreation pool until 11/20 (with some set-up before spraying). Re-bar work continued last weekend and through this week. It will take about 7 weekdays to spray the recreation pool, and then work will move over to the lap pool. Heating blankets and elements will help keep the project moving forward without impacts on curing time.** 11/3 update: new deadlines are being met for the construction of the pools. 10/27 update: G&R and the subcontractor have decided to use the smaller crane. It is hoped that the work beginning on 10/30 will be complete by 11/4. 10/13 update: one option under review is to use a smaller crane to remove the temporary sheet piling, which can reduce that operation from more than a week to a few days. With the large crane, sections of the ballasted pools would need to be filled with crushed stone and then be completely removed. If a smaller crane is possible to use, crane mats can be put down and moved easily to where needed.

- Some of the changes to scope, including the addition of the pool ballasts, have added some days to the project timeline for the buildings. G&R is working on ways to keep this part of the project moving on schedule. **11/17 update: G&R has noted to PPBC that they reserve their rights for the need for additional time if circumstances cause a delay beyond June 15<sup>th</sup>. All efforts continue to be made to keep the building project on schedule. The current anticipated delay dates are 3 days for the pools and 17 days for the building.** 11/3 update: plans continue to keep moving the schedule forward to reach the mid-June deadline. Because of the ballast work, the “float” time in the building schedule is gone, so G&R is working on ways to keep moving forward. A discussion on the schedule will be held at the next PPBC meeting.
- There are two sections of ceiling that don’t have much space for all the utilities that need to be run above. One is in the guard room, which is designed to be 9’ high, so there will be a slight reduction in ceiling height in that room to accommodate, without any impact on use. The second area is in the 2<sup>nd</sup> floor lobby near the restrooms. Discussions continue on how to create the room without any major impact on the lobby.